

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 419064, Rancho Cordova, CA 95741-9064



September 26, 2003

CSSIN LETTER: 03-14

Reason for this Transmittal

- ☐ State Law or Regulation Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Change
- ☐ Clarification requested by One or More Counties
- ☒ Initiated by DCSS

ALL IV-D DIRECTORS
ALL COUNTY ADMINISTRATIVE OFFICERS
ALL BOARDS OF SUPERVISORS

SUBJECT: IMPLEMENTATION OF THE QUARTERLY REPORTING/PROSPECTIVE
BUDGETING FOR CALWORKs AND FOOD STAMP PROGRAMS

This letter is to inform you that the county welfare departments (CWDs) will begin implementation to replace the current Monthly Reporting/Retropective Budgeting system (MR/RB) with a Quarterly Reporting/Prospective Budgeting system (QR/PB) as required by AB 444 (Chapter 1022, Statutes of 2002).

The California Department of Social Services (CDSS) has issued an All County Letter (ACL) 03-18 that provides detailed instructions for implementing QR/PB for both the CalWORKS and Food Stamp programs beginning in November 2003. The letter provides an overview of QR/PB including the recipients' reporting requirements, guidance on training county staff, and forms/notices to be used upon implementation of QR/PB. In addition, CDSS released an All County Information Notice (ACIN) I-54-03 providing QR/PB questions and answers.

The internet link to ACL 03-18 and ACIN I-54-03 can be located at:

<http://www.dss.cahwnet.gov/getinfo/acl03/pdf/03-18.pdf>

http://www.dss.cahwnet.gov/getinfo/acin03/pdf/I-54_03.pdf



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If you have any questions regarding this matter, please contact Tonya Crawford-Comage, Manager of the Financial Management Policy Unit, at (916) 464-5224 or email policy.branch@dcss.ca.gov.

Sincerely,

DONNA S. HERSHKOWITZ
Deputy Director
Child Support Services Division